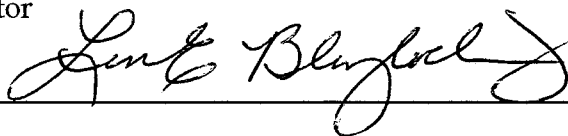


For: All State and County Offices Employees

FY 2004 Year End Workload Reporting

Approved by: State Executive Director



1 Overview

A Background

B Purpose

To provide County Offices with a transmission deadline and guidance references for completing the FSA-55 Report; and to remind District Directors and State Office Specialist of their responsibilities.

2 Information

- Handbook 12-AO (Rev 20) provides detailed instructions.
- Software is contained in release 547.
NOTE: *Workload queries must be run before installing County Release No. 548*
- National Notice AO-1313 provides instructions for FY 04 Year End Workload and Work Measurement Reporting.
- Work Item descriptions are in 12-AO (Rev 20) Part 5.

3 District Director Action

District Directors shall perform a review all reports in accordance with 12-AO (Rev 20), paragraph 9925A and B. Additional reference is National Notice AO-1313, paragraph 4D. DD's will review their district's reports on **October 18, 2004 at 9:00am** in the State Office.

4 County Office Action

County Offices shall:

- Follow National Notice AO-1313 for County Office action, responsibilities, instructions, and query information.
- Queue workload and work measurement transmissions to the State Office *no later than October 13, 2004.*

Disposal Date	Distribution
March 31, 2005 10-01-04	FSA Offices

4 County Office Action Continued.....

- Maintain a copy of the transmitted FSA-55 for your files and for response to State Office and National Office inquiries.
- County Offices shall submit the following information to the State Office by **COB October 25, 2004**:
 - **Workload Query Adjustment Worksheet** (*by e-mail to rhonda.oguinn@ar.usda.gov*)
(Reference: National Notice AO-1313, paragraph 3C, page 4 & 5)
Note: Do not make changes to, or add, additional work items to the Query Adjustment Worksheet. This worksheet is only to correct the work items that are pre-listed. DO NOT make entries on the worksheet, for a work item, unless a change to the unit count is being requested.
 - **Query Correction Memo and Supporting Documentation** (*form attached*)
(Reference: National Notice AO-1313, paragraph 3C, page 5)
Note: Use the attached form to submit this information to the State Office. Remember, adjustments to the query counts will not be considered unless documentation supporting the revised unit count is provided.
 - **Exceptions Justification Memo** (*form attached*)
(Reference: National Notice AO-1313, paragraph F, page 6)
Note: Use the attached form to submit this information to the State Office. Remember, 12-AO (Rev. 20), Exhibit 19 shows the Validity Check Exceptions in which required supporting documentation is needed for National Review.

5 State Office Action

State Office Specialist shall review the Workload and Work Measurement Reports in accordance with 12-AO (Rev 20), paragraph 9923 and paragraph 9925A and B. Also reference should be given to National Notice AO-1302, paragraph 4D.

State Office Supervisors please ensure that your staff understands their responsibilities and that someone from your staff enters all changes (made by your staff) in the system. State Office Specialist should expect the report on, or about, **October 19, 2004** for review.

6 Work Measurement

Work Measurement Counties are reminded that no units shall be entered on FSA-54 during the second quarter. The units will be pulled from the FY04 Year-end Workload Report. Refer to National Notice 1313, paragraph 3I, page 7 for additional information. **Transmit no later than October 13, 2004.**

7 Contact

Contact Rhonda O'Guinn at rhonda.oguinn@ar.usda.gov if any questions arise.

WORKLOAD

Query Correction Memo

Attach Supporting Documentation

To: Arkansas State FSA Office

Attn: Rhonda O'Guinn

<i>County</i>		<i>State & County Code</i>	
Work Item	Original Query Unit Count	Manual Count Being Requested	Revised Total Unit Count

Comments:

Contact Information	Name	Phone Number
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WORKLOAD

Exceptions Justifications

Attach Supporting Documentation in accordance with 12-AO (Rev. 20) Exhibit 19

To: Arkansas State FSA Office

Attn: Rhonda O'Guinn

<i>County</i>	<i>State & County Code</i>
Exception	Justification

Comments:

Contact Information	Name	Phone Number
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